

3142 - SENIOR BUILDING INSPECTOR

NATURE OF WORK

Highly responsible, advanced technical, supervisory, and administrative work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Services Department.

Work involves conducting or supervising inspections of new and existing buildings, structures, and properties. Work includes field and office duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Conducts or supervises technical field inspections of buildings, structures, and premises during various phases of construction and use including high rises and other more complicated structures.

May order portions of a building or structure to be exposed for inspection; may order construction work stopped and/or buildings vacated if occupancy or use is contrary to accepted regulations.

Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards.

Checks building plans on job to ensure actual construction conforms to approved plan.

Investigates and resolves complaints.

Routes inspection requests to appropriate inspector.

Interprets and explains regulations and standards and disseminates technical advice to interested parties including subordinates, other sections and agencies, and the public.

Consults with subordinate inspectors in their decisions relative to questionable construction practices.

Instructs, trains, and evaluates subordinates in inspection and enforcement activities.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Reviews plans, blueprints, specifications, and materials lists based on compliance with applicable building regulations and good building and construction practices in absence or in support of plans examiner.

Prepares and maintains reports, records, and correspondence concerning building enforcement and inspection activities; enters inspection reports on computer.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures.

Thorough knowledge of general building design and construction.

Thorough knowledge of good construction practices.

Considerable knowledge of City and departmental rules, regulations, procedures, and policies.
Knowledge of effective practices in planning, scheduling, assigning, directing, coordinating, and evaluating the functions of the section.
Knowledge of air conditioning, electrical, plumbing, and other phases of building construction.
Ability to supervise, instruct, and evaluate subordinates.
Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.
Ability to read, understand, apply, explain, and interpret regulations.
Ability to make highly technical inspections and render valid decisions.
Ability to enforce regulations tactfully, firmly, and impartially.
Ability to establish and maintain effective working relationships with other employees, agencies, and the public.
Ability to communicate effectively both verbally and in writing.
Ability to make arithmetic and statistical computations with speed and accuracy.
Ability to use appropriate computer software in analysis, calculations, and record keeping.
Ability to testify effectively in court and before related boards.
Ability to research data and original legal documents and other instruments of law.
Ability to prepare clear and concise records, reports, correspondence, and other documentation.
Ability to complete forms legibly and accurately.

MINIMUM REQUIREMENTS

Five years construction experience in a supervisory capacity and at least one of the following: a) **A Florida Registered Architect.** b) **A Florida Registered Professional Engineer.** c) **A General Contractor licensed by the State of Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board.** Attain Professional Building Inspector certification from the Florida Board of Code Administrators and Inspectors within ninety (90) days of appointment. Attain Standard Building Inspector certification from the Florida Board of Code Administrators and Inspectors within twelve (12) months of appointment. Attain Building Inspector (structural) certification from the Miami-Dade County Board of Rules and Appeals within ninety (90) of appointment. Driver's License.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching. Must have the physical ability to bend, crawl and climb over construction sites and within buildings. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

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SUPERVISION RECEIVED

General and specific assignments are received from the Chief Building Inspector. Work is performed with wide latitude for the use of independent judgment. Work is reviewed on a frequent basis and evaluated through verbal and written reports.

SUPERVISION EXERCISED

Assigns and directs work of inspectors. May direct work of clerical assistants.

Rev. 10/98 (minimum requirements 12/00)